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CONFIDENTIAL

23 July 1963

MEMORANDUM FOR: Chief, Plans and Policy Staff, OTR

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ATTENTION : Mr. []

SUBJECT : Temporary Quarters []

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1. You have asked our opinion as to the validity of payment of a Home Service Transfer Allowance, [] for one residing temporarily in Agency owned quarters []

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2. Since [] does not exclude Government owned quarters, it is our opinion that reimbursement could be made for expenses incurred during the allowable period of occupancy of temporary quarters. This opinion is further supported by Standardized Regulations which provide an allowance to "offset the room cost of accommodations in a hotel, pension, or other transient type quarters." Again, Government owned quarters are not excluded.

3. In granting such reimbursement, the approving officer should take into consideration the provisions of [] as to the justification of the allowance and reimbursement not to exceed thirty days.

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4. Rather than provide free quarters in lieu of this allowance, it is considered advisable for the employee to be charged rent for any period of occupancy, for which he would in turn submit an application on Form #1075, Application and Claim for Home Service Transfer Allowance. The employee may be granted an advance for the exact amount of the rent to be charged. This advance, with the employee's application attached, should then be transferred to Headquarters to be expensed.

5. In addition to the noted regulations which do not prohibit reimbursement for temporary quarters at a Government post, consideration has also been given to the savings which would be realized by having an employee occupy Agency quarters in lieu of commercial facilities.

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[]
Acting Chief, Finance Division

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downgrading and
declassification